

## Vacancy Announcement

(Announcement Number: 19-14)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Development Program Specialist (Disaster Risk Management) at Disaster Risk Reduction, Reconstruction, and Resilience (DR4) Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Development Program Specialist (Disaster Risk Management) – FSNPSC 11

OPENING DATE: October 26, 2019

CLOSING DATE: November 15, 2019 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION:

USAID Development Program Specialist (Disaster Risk Management Program Specialist) will serve as the Senior Advisor for Disaster Risk Management (DRM), reporting to the Deputy Director in the Disaster Risk Reduction, Reconstruction, and Resilience (DR4) Office. In this capacity, s/he is expected to be an expert in the field of disaster risk management, with a particular focus on disaster risk mitigation, disaster risk financing, and/or a closely related field. S/he must have demonstrated experience leading capacity building efforts (including trainings and conferences) for government officials and key DRM stakeholders at all levels, with a focus on finance and sustainable delivery of disaster resilient services and/or disaster resilient infrastructure development. The Program Specialist will demonstrate a track record of technical leadership among her/his peers as well as strong working relationships with key disaster risk management stakeholders, at all levels of authority, relevant to achieving DR4's Development Objective "Nepal's resilience to natural disasters strengthened and the country is well positioned for sustainable development." The DRM Program Specialist will have excellent writing, oral communication skills, program design, and management skills. S/he will have a deep understanding of the relationship between gender equality/social inclusion and vulnerability to risk and will have implemented applications and/or approaches that have successfully reduced risk in these groups.

It is expected that the incumbent will travel outside Kathmandu approximately 20% of the time. The incumbent should demonstrate a high level of comfort with in-country travel and an ability to be comfortable in a variety of types of accommodations ranging from home stays in small villages to hotels at all standards. S/he must be able to hike up to six hours per day to get to sites at times.

### REQUIRED QUALIFICATIONS:

- a. **Education:** A minimum of Bachelor's Degree in Disaster Risk Management, Urban Planning, Finance, Business, Public Administration, Engineering or another closely related discipline.
- b. **Prior Work Experience:** The Disaster Risk Management Specialist must have a minimum of five to seven years of progressive responsibility in areas related to Disaster Risk Management. Experience in urban planning, municipal finance of key services and infrastructure, and/or disaster risk financing can substitute for up to four years of the required level of experience and some experience in one of these fields is preferred. S/he must have a minimum of two years demonstrated experience serving the needs of women,

marginalized ethnic and caste groups, and impoverished populations. S/he should have experience designing and implementing DRM trainings and/or conferences.

- c. **Post Entry Training:** USAID-specific training on teamwork, activity management, and the USAID programming and budgeting cycle will be provided upon hiring. Technical training will also be provided on an intermittent basis.
- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English writing and speaking ability is required. Fluent written and spoken Nepali (Level IV) is required. Must be able to speak in a concise and thoughtful manner on development programs and issues.
- e. **Job Knowledge:** The incumbent is expected to be an expert in the field of disaster risk management, with a particular focus on disaster risk mitigation, disaster risk financing, and/or a closely related field. S/he must have demonstrated experience leading capacity building efforts at either the national or municipal level with a focus on finance and sustainable delivery of disaster resilient services and infrastructure.
- f. **Skills and Abilities:** Expert interpersonal communication and negotiation skills are required. Ability to effectively manage a complex contract to ensure compliance with agency regulations and the achievement of program objectives. Highly developed program design, implementation, monitoring and evaluation skills. Outstanding capacity to communicate complicated policy, strategy and program issues orally and in writing is required. Good coordination skills, can coordinate successfully with the GON at the highest levels, relevant Contractors/Grantees, with other parts of the USAID Mission, and with the Embassy to advance program interests. Must be proficient in word processing software, especially in Microsoft Word, Excel, and PowerPoint. S/he must be able to use Google Drive for e-mails, document production (docs and sheets), and for collaboration. Skills in use of GIS and Tableau are preferred but not required. Can handle sensitive issues diplomatically and use good judgement when speaking on behalf of UASID. Good organization and management skills are required. Knowledge of gender and inclusion principles and experience in their application.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may also be sent electronically to: USAIDNepalHR@usaid.gov.

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.